

Wickersley Parish Council

Minutes of the Winthrop Gardens Committee Meeting held at 9am on Friday 2nd December 2022 at Winthrop Gardens

Members present: Cllrs:- Sue Ellis (in the Chair); John Barber; Chris Grimes; Patricia Whitworth; Peter Thirlwall;

In attendance: Anna Chester (Winthrop Organiser); Mick Briggs; Tony Sarjeant; Michelle Tuxford for item 4;
Cllr Maggie Godfrey for item 4

398 Apologies for absence

Cllr Pat Beighton; Glenna Briggs; Carol Lavell (standing apologies)

399 Declaration of Interest

None

400 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. (Under Public Bodies (Admission to Meetings) Act 1960, S1(2))

Winthrop Development

401 Winthrop Development – taken in private session – see ‘yellow pages’

402 To approve the minutes of the meeting held on 2nd September 2022

Resolved: The minutes were approved as a true record

403 Matters arising from the meeting held on 2nd September 2022 – taken via Action Log

244.2 Card Payments – Shift Leaders trained, card machine in operation but exceptionally when customer has no cash.

273 Volunteers Good Cause – review every two years re formally constituting.

294.2 Winthrop Leaflet – will aim to have an (annual) leaflet for 2023 in order to raise awareness to counteract slight decline in footfall.

283 Car Parking and improved security – work to address slippage of gate posts completed and additional layer of ‘planings’ on car park surface. Acknowledged that minor works re surface likely to be needed annually but no further action needed at this stage.

358 Pruning of Birch trees on Allotment site – completed

391 Potential for Winthrop to be a ‘Warm Hub’ – raised at Parish Council meeting but Parish not playing a role given Libraries are acting as ‘Warm Hubs’

392.1 Pruning of trees around car park entrance – completed

392.2 Investigation of ownership of land abutting Second Lane – Organiser to seek information from volunteers as first step, Elenore Fisher agreed to collate

392.3 Water meter – read end November by supplier

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392.4 Replacement garden equipment (mechanical) – preferred items still unavailable

404 Organisers Report

The Organiser spoke to a written report highlighting key issues particularly the impact of unusually wet weather on footfall at Winthrop but the value of compensatory Festive events held at the Community centre.

Café volunteering – the planned changes are underway – the number of shift leaders has now increased leaving Organiser to focus on other duties and cover shifts as an exception rather than by routine; there remains a continued need to grow the Café Team in anticipation of needing to cover a fuller summer rota. Further briefing for Shift Leader to be held in late January / early February.

More active process to be introduced to capture customer email addresses given the value of direct / targeted communications.

Issues remain re Organiser hours given the range of activities now taking place and the increasing scale of the Winthrop operation – agreed Winthrop Chair, Parish Chair and HR Chair to ensure and oversee a resolution of the issues which have remained outstanding since July.

405 Gardens

Mick Briggs spoke to a previously circulated written report which was discussed. Continued excellent feedback on the gardens and the colour even in November.

It was particularly useful to know of the planned maintenance tasks for the closure period – particularly the path / decking to the food store and Greenhouse; more chicken wire over risky / slippy decking; work to seal the leaking café window

406 Allotment

Tony Sarjeant was absent but had submitted a written report which was noted.

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407 Financial Report for the period 01/04/22 – 24/11/22

Winthrop Gardens Committee Financial Statement to 31/05/21	Projected budget 2022 - 2023 (net)	Actual Income / Expenditure to 24/11/22 (net)	Committed Income/ Expenditure	Forecast to 31/03/23	Difference
Reserves	From WPC	Winthrop surplus			
2016 / 2017		£10,821.64	includes unspent grant money which has been spent out of 2019/2020 budget		
2017/ 2018	£10,000	£2,430.05			
2018 / 2019	£10,000	£6,787.42			
2019/ 2020	£10,000	£23,649.97			
2020 / 2021 (Covid closure year)		£3,168.15			
2021/2022		£25,909.09			
Total	£30,000	£72,766.32			
INCOME					
Café	£25,000.00	£20,450.38	£0.00	£25,000.00	£0.00
Plant Sales	£3,000.00	£2,321.43	£0.00	£2,500.00	£500.00
Curiosity Corner	£1,500.00	£2,064.13	£0.00	£2,000.00	-£500.00
Donations	£3,250.00	£4,246.40	£0.00	£5,000.00	-£1,750.00
Preserves & Crafts	£0.00	£2,527.85	£0.00	£3,000.00	-£3,000.00
Allotment produce	£0.00	£286.70	£0.00	£300.00	-£300.00
Room Hire	£2,500.00	£915.00	£0.00	£1,250.00	£1,250.00
Other (Recipe Books)	£500.00	£2,550.00	£0.00	£2,500.00	-£2,000.00
Total	£35,750.00	£35,361.89	£0.00	£41,550.00	-£5,800.00
EXPENDITURE					
Café Consumables	£7,000.00	£4,485.84	£0.00	£7,000.00	£0.00
Café infrastructure	£1,500.00	£460.99	£0.00	£1,500.00	£0.00
Plants and Shrubs	£750.00	£132.07	£0.00	£750.00	£0.00
Garden Maintenance	£1,000.00	£147.60	£0.00	£1,000.00	£0.00
Water Rates	£300.00	-£9.18	£0.00	£300.00	£0.00
Electricity	£1,500.00	£1,128.39	£0.00	£2,000.00	-£500.00
Gas	£1,000.00	£235.32	£0.00	£1,000.00	£0.00
Travel and Subsistence	£300.00	£54.45	£0.00	£300.00	£0.00
Machinery & Equipment Servicing	£550.00	£43.27	£0.00	£550.00	£0.00
Building repairs + Maintenance	£5,000.00	£259.57	£0.00	£5,000.00	£0.00
Refuse	£500.00	£465.00	£0.00	£465.00	£35.00
Cleaning	£1,000.00	£0.00	£0.00	£1,000.00	£0.00
Communications	£1,250.00	£534.70	£0.00	£1,250.00	£0.00
Volunteer costs	£300.00	£85.58	£0.00	£300.00	£0.00
Training and Certification	£300.00	£0.00	£0.00	£300.00	£0.00
Preserves & Crafts	£250.00	£319.67	£0.00	£325.00	-£75.00
Allotment	£250.00	£40.00	£0.00	£100.00	£150.00
Other	£1,500.00	£88.29	£0.00	£1,500.00	£0.00

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SumUp card fees	£0.00	£8.03	£0.00	£20.00	-£20.00
Total	£24,250.00	£8,479.59	£0.00	£24,640.00	-£390.00
Surplus / Deficit	£11,500.00	£26,882.30	£0.00	£16,910.00	-£5,410.00

The Organiser introduced the report and highlighted the positive position in terms of income and expenditure. Members were advised that at the point of report, 24/11//22, Winthrop had almost reached its 100% net projected income target. The Organiser also spoke to a detailed report of the sources of income 1- 24th November to demonstrate the importance of the off-site (Community Centre) activities and also produced a month by month comparison of the pre, during and post Covid income. It is noteworthy that after an excellent post Covid recovery there has been a dip in income in most months of this (21/22) trading year – the Platinum Jubilee events have compensated but this is one-off and we need to ensure that the slight downward trend is corrected in a sustainable way.

408 Annual Review of Prices

Members received an oral report and agreed that Café prices would not be increased at present given the current understanding of food and fuel prices to ensure that Winthrop remains financially accessible, and that this would be made clear in notices and publicity but that customers could always continue to make donations to reflect their value of our offer.

409 Review of Risk Assessments

The two-yearly review has been completed and there are some aspects which require action.

Resolved: Actions arising from the review of the Risk Assessment should be given top priority when Winthrop re-opens in February

410 Summer 2023 opening arrangements

After discussion it was

Resolved: That these remain as in previous years. In future agreed to follow the current winter and summer patterns and report to Committee only be exception to these arrangements continuing

411 Website – two yearly review

After discussion it was agreed that, given the complexity of the updating process, that the website is amended to make it as easy as possible to keep valid and that viewers are referred to the Facebook page and the option of receiving an e-newsletter to stay up to date with events etc

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412 Dates of future meetings

Friday 3rd March 2023

Friday 9th June 2023 (delayed due to Bank Holiday week)

Friday 1st September 2023

Friday 1st December 2023

Other events

Monday 22 May 2023 – Winthrop led trip to Parliament as guests of John Healey MP for Volunteers, Friends etc– coach £35pp – no cost for tour

Monday 27th November 2023 – Winthrop led trip to Thursford for Volunteers, Friends etc – coach and ticket £80 pp

The meeting closed at 10.55am

YELLOW PAGES

It was resolved to exclude members of the press and public from the following item pursuant to the Public Bodies (Admission to Meetings) Act 1960, S1(2)

Item 401 Winthrop Development

The Lawful Development application was submitted on 05/09/22. On 10/11/22 an email was received asking for additional information – following a sub-group meeting and discussion at this Winthrop Committee a response was agreed which would ideally be submitted before Christmas. In the event this additional information, including statements from two volunteers, was submitted on 15th December 2022 – avoiding the need to ask for an extension.

The response from the Planners is now awaited.